

DUTY STATEMENT

Classification: Executive Secretary I	Position No. 160-1247-001
CBID: R04	Office: Governmental Affairs
Date Prepared: March 23, 2010	Division: Executive
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the general direction of the Assistant Executive Director, Office of Governmental Affairs (OGA), and under the lead of the Manager of Governmental Affairs, the incumbent will provide secretarial support for the Assistant Executive Director of OGA and OGA staff.

WORKING CONDITIONS. Work is performed indoors in an office setting requiring the incumbent to sit, stand, and/or walk, with occasional short walks for deliveries and pick-ups to the State Capitol and Natural Resources Agency.

DUTIES AND RESPONSIBILITIES:

Responsibilities include performing secretarial, legislative support and administrative duties in support of OGA. The incumbent will demonstrate a high degree of political sensitivity, organization and independence in performing legislative tracking functions as well as secretarial and administrative duties. The work requires knowledge of legislative tracking and a general understanding of the workings of the California Legislature and familiarity with the policies, activities and programs of the Energy Commission.

- 50% Track legislation and work with the OGA Manager to distribute and track bill analyses and other work performed by OGA; coordinate preparation, tracking and delivery of reports and analyses required by the Resources Agency and Legislature; coordinate legislative meetings and hearings involving OGA Director, Energy Commissioners or staff; maintains extensive computer-based appointment/working schedule calendars for the OGA Director's appointments, meetings, hearings, speaking engagements, handles logistics and where appropriate, prepares meeting agendas and materials; review OGA written products for consistency with Commission policy, as well as format, grammar and accuracy; establish and maintain legislative bill files.
- 30% Prepare letters, memos, presentations and charts from rough draft to final form using various computer programs such as Word, Excel, and PowerPoint; review outgoing correspondence for consistency with Energy Commission format, as well as for understandability, grammatical construction, and clerical error prior to approval; independently composes correspondence for OGA Director and OGA staff or own signature requiring a thorough knowledge of the procedures and

**EXECUTIVE SECRETARY
DUTY STATEMENT
Page 2**

policies of the office and the Commission; make travel arrangements and prepare all necessary documents for OGA staff including in-state and out-of-state travel justifications and travel expense claim reports within established state guidelines and prepare/submit travel expense reports; copy and distribute material; order supplies and equipment, and prepare purchase requests and other forms; serves as the OGA timekeeper.

- 15% Act as back-up to the Administrative Assistant in the Executive Office in the event of her absence from the office (if needed); incumbent will be handling confidential and sensitive documents. In that capacity, act as liaison with other Commissioners' offices, Division offices, Governor's Office, Legislature and other state agencies.
- 5% Performs other duties consistent with the specifications for the classification.

<div>_____/_____ Vacant Executive Secretary</div> <div>Date</div>	<div>_____/_____ Robin Smutny-Jones Director, Governmental Affairs</div> <div>Date</div>
---	--